



SHELTON STATE COMMUNITY COLLEGE
THE COLLEGE LIBRARY
Fall 1995



GENERAL INFORMATION

Shelton State maintains libraries on the Skyland Boulevard Campus and the Fredd Campus administered according to the same policies. All library personnel share jointly in responsibilities for services on all campuses.

The Junior College Library, located on the Skyland Boulevard Campus, contains over 35,000 books and carries over 300 current periodical subscriptions; its holdings are primarily academic in tone and are provided in support of academic programs and courses. All library and audiovisual materials on the Skyland Boulevard Campus are housed in the library.

The Fredd Campus Library houses approximately 1,000 books and carries selected current periodical subscriptions; its holdings are primarily occupational/technical in nature and are provided to support occupational/technical programs and courses. The featured collection is career information. Electronic databases, some with full-text capabilities, are available on the Skyland and Fredd Campuses.

INTERIM LIBRARY PLANS -- Before, During, and After "The Move"

While the college is preparing for and making the move to the new campus, library facilities have been closed on the Fifteenth Street Campus. Services and assistance are still available from the library faculty and staff and should be requested as needed. Efforts have been made to relocate some appropriate materials (books, audiovisuals, equipment) to the shops prior to the move. Periodicals are routed directly to instructors on the Fifteenth Street Campus through inter-campus mail. This practice will continue until the library is operational on the new campus.

The majority of books from the Fifteenth Street Campus, including LPN titles, have been moved to the Skyland Campus, while some books have been relocated to the Fredd Campus. Duplicate subscriptions for general interest periodicals formerly housed on the Fifteenth Street Campus have been canceled; other general interest periodicals have been relocated to the Skyland Campus. Materials that support programs housed on the Fredd Campus have been moved to the new library at that facility.

While we regret this change in service for the Fifteenth Street Campus, we feel that this is the best alternative for our students.

LIBRARY HOURS

While classes are in session, the libraries are open according to the following schedules. Between semesters and during holidays, the libraries are open weekdays between 8:00 a.m. and 3:00 p.m. As faculty members, professional librarians are not on duty between semesters or on holidays. Occasional changes in library hours, which will occur more frequently on the Fredd Campus, are posted on the library door(s) on each campus.

Skyland Campus	Monday--Thursday	7:30 a.m.--10:00 p.m.
	Friday	7:30 a.m.-- 5:00 p.m.
Fredd Campus	Monday--Friday	8:00 a.m.--12:00 p.m.
		1:00 p.m.-- 5:00 p.m.

SHELBY (THE LIBRARY CATALOG)

SHELBY, a computerized online library catalog, is provided on the Skyland and Fredd campuses. SHELBY includes listings for books, periodicals, and AV materials, indicating campus locations. Other features of SHELBY include an online dictionary, thesaurus, and reading list. College employees may easily add to SHELBY lists of materials for student reading. Instructions on the use of the Save Bibliography (SB) feature are available in each campus library.

SHELBY can also be reached by dial access at (205) 752-0915. Detailed login instructions are available in the Skyland Campus and Fredd Campus libraries and upon request to any Library Faculty or Staff member through inter-campus mail.

CIRCULATION PRIVILEGES

Students and college employees from any campus and any program may use any college library, regardless of location. Students may check books out for three weeks; college employees may check out books for five weeks. College employees may check out periodicals, except the most current issue, on the Skyland and Fredd campuses for brief periods of time by signing a list. Although, overdue fines are not charged, college employees are expected to return borrowed items within the time periods indicated on due dates. This practice ensures that materials are available for all library users in a timely manner.

AUDIOVISUAL SERVICES

An annotated subject catalog of audiovisual holdings is available in the AV Office on the Skyland Boulevard Campus and in the Library on the Fredd Campus. College employees members may request a printout of holdings in a particular subject area through the AV Office on the Skyland Boulevard Campus. A list of AV holdings housed in the shops on the Fredd Campus may be requested from S.N. Gaines on that campus. For the most part, AV materials are housed in the appropriate shop or department on the Fredd Campus and Fifteenth Street campuses.

Use of audiovisual materials that are included on the library inventory may be scheduled through any AV office with at least two days advance notice. Without advance notice, certain materials or equipment may not be available. AV personnel are available to help set up equipment but cannot accompany it to the classroom. Instructors are responsible for returning all borrowed equipment and resources to the appropriate office.

A separate Policies and Procedures Manual for the Fredd Campus Media Services Center is available from the Media Technician on the Fredd Campus.

"Reserved" AV equipment and materials will be held only fifteen (15) minutes after the scheduled time before it is reassigned.



Library or AV materials and equipment that are not used on site are checked out to specific college employees, who are responsible for the items until their return to the appropriate library or AV office.

It is against library policy to check AV materials and equipment out directly to students, who may use any items on campus. Any instructor who passes materials along to students--or other individuals--REMAINS responsible for them. Students may use college audiovisual materials ONLY on campus.

The Library has certain equipment for use in production of AV materials--slides, cassette tapes, videocassettes, overhead transparencies, and sound-slide synchronization. Instructors should contact the Library Faculty or Media Technician/Fredd Campus if they would like to create their own materials. All materials produced with college funds remain the property of Shelton State Community College.

Off-the-air videotaping is permitted only within the guidelines of the U.S. copyright laws. The Library Faculty can provide more specific information about off-the-air videotaping upon request. The Library does NOT duplicate videotapes without written permission from the producer/distributor.

There are many films and videos available at low cost or no cost to the college. Instructors who wish to rent a film or video should fill out a request form, which is available in the AV Office on the Skyland Campus or the Media Services Center on the Fredd Campus. Confirmation of the booking will be sent to the instructor so that it can be scheduled accordingly. The Library is not responsible for mailing or making payments on films or videos rented without prior library approval.

COLLEGE EMPLOYEES MEMBERS ARE CAUTIONED THAT COPYRIGHT RESTRICTIONS LIMIT THE USE OF VIDEOS PRODUCED FOR THE HOME MARKET (AND MADE AVAILABLE THROUGH LOCAL VIDEO STORES); CLASSROOM USE DOES NOT NECESSARILY CONSTITUTE "FAIR USE" UNDER COPYRIGHT GUIDELINES.

ORDERING NEW MATERIALS

The Library Faculty appreciates suggestions and assistance from college employees in selecting materials for the Library. Employees may use book request forms, which are available in the library offices, or may simply provide a list of titles and other pertinent information for recommended books. The Library Faculty welcomes general suggestions for addressing weaknesses in the collection.



Periodical requests, for both new titles and additional backfiles, should be directed to the Library Faculty. The Library retains loose, bound, and microfilm backfiles. The periodical collection is formally reviewed every two years, with a common renewal expiration date set for January of the following year. Unless a new class or program requires immediate access to additional periodicals, this schedule does not vary. Requests for exceptions under these circumstances should be made to the Director of Library Services.

By Library policy, no audiovisual program is purchased unless it has been previewed by library and teaching faculty (or other college employee). Programs may be previewed with classes or at the college employee's convenience. Previews can be scheduled on any campus.

Because of preparation and cataloging requirements, the book order process is quite lengthy. However, "rush" orders can and should be requested if items are needed to meet instructional needs or to serve new programs. College employees should be sure to notify the Library Faculty of the need for a "rush" order.

Computer software is not purchased by the Library for other departments. Software purchases are made through departmental procedures and budgets.

FOR BOOK PURCHASES, ANY CAMPUS:	See Michele Shivers
FOR AV PURCHASES, ANY CAMPUS:	See Sully Cochrane
FOR AV EQUIPMENT PURCHASES, ANY CAMPUS:	See Sully Cochrane
FOR PERIODICAL SUBSCRIPTIONS, ANY CAMPUS:	See Mary Schellhammer
FOR VERTICAL FILE MATERIALS, ANY CAMPUS:	See Don Bell

RESERVE CIRCULATION

Reserve services are available on the Skyland and Fredd campuses. At the request of college employees, materials (including audiovisuals, geological specimen, books, articles, sample tests, etc.) will be placed on limited circulation for student use. Instructors who wish to place any item on Reserve should complete the reserve circulation form (copies are available at the circulation desk in each library), provide details concerning the circulation period (in hours), and return the form and the item(s) to the library OFFICE (not circulation desk). The Library Staff needs at least 24 hours to prepare an item for reserve circulation BEFORE students are sent to request it. Students should be directed to the circulation desk to ask for these items, which are generally filed by faculty name. All items are removed at the end of the semester unless written notification is sent to the Library.

LIBRARY INSTRUCTION

A formal program of library instruction is provided through LBS 101 and LBS 102, courses in library skills and research skills required with concurrent enrollment in ENG 101 and ENG 102. Library Faculty will be happy to provide orientation tours, lectures, handouts, and/or exercises in other classes upon request. College employees should contact any member of the Library Faculty in order to make a request or complete a library instruction form, which is available in the AV Offices in each campus. This service is available on all campuses.



GIFTS

Shelton State Community College welcomes gifts to the Library of books, periodicals, and other instructional materials, which are offered unconditionally and which fall within the guidelines of the Shelton State gifts policy. Although evaluations of such gifts for income tax purposes are not allowable by federal law, a voucher listing all contributions will be provided for the donor.

OPINION SURVEYS

Brief surveys are submitted each spring to students and college employees as part of the Library's program of evaluation. In addition, there are suggestion boxes in each library.

LIBRARY SERVICES TO OFF-CAMPUS SITES

College employees should contact the Director of Library Services for information on library services to off-campus sites.

RECIPROCAL BORROWING AGREEMENTS

College employees and students have reciprocal borrowing privileges with the UA libraries and the Stillman College Library. Patrons who wish to use these privileges must be able to show a current Shelton State I.D.

LIBRARY FACULTY AND STAFF (October 1995)

Director of Library Services	Debbie Grimes	391-2233
Librarian (Audiovisual Services)	Sully Cochrane	391-2248
Librarian (Evening Services)	Don Bell	391-2245
Reference Librarian (Part-Time)	Mary Schellhammer	391-2364
Reference Librarian (Part-Time)	Michele Shivers	391-2364
Acquisitions Officer	Lori Carver	391-2308
Circulation/Acquisitions Secretary	Tran Moore	391-2381
Systems/Business Officer	Lis Turner	391-2327
Public Services Office	Carol Bussey	391-2337
AV Specialist (Skyland)	Jean Epps	391-2228
AV/User Services Secretary (Fredd)	Jean Mack	391-2622
Media Technician (Fredd)	S. N. Gaines	391-2646